



Galveston County is seeking a new Museum Administrator for Parks and Cultural Services! The right candidate will be responsible for performing administrative and clerical support functions for the department.

We are changing the face of county government. Are you ready for the challenge?

- **Part-time Position**
- **Team Oriented Environment**
- **Hourly Rate: \$8.91 an Hour**

We want you to join our team of professionals and begin a long term career with the County! If you meet the criteria listed below, please apply.

Required Skills:

- Must have a Valid Texas Driver's License
- Must be organized
- Have a flexible schedule
- Able to report regularly to work on time
- Completes tasks in reasonable time frame and within deadline
- Must be great with people
- Exceptional written and oral communication skills
- Quick learner and able to work with little oversight
- Understanding of databases
- Able to work with computers and software programs (MS Office)
- Graphics experience is a plus but not required

Some of the duties include:

- Greets visitors
- Open and sort mail
- Answer phone and take messages
- Write Letters for Director for basic correspondence
- Answers emails on behalf of museum
- Understands budgets
- Maintain subject files on historical topics
- Maintain marker files, state and national
- Create and implement file systems
- Assemble meeting/presentation materials
- Drive to locations as necessary
- Maintain supplies and inventory to forward what is needed
- Provides administrative support to other departments
- Keeps records and assembles reports
- Answers inquiries and assists in research requests
- Administer museum gift shop
- Supervise museum volunteers including recruitment, scheduling, training, direction, and evaluation

To apply please visit our website <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx> and fill out our online application. Or apply in person at 722 Moody, 3rd Floor Human Resources Office.
ADA/EOE